

**Your Name:**

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**U.S. Bankruptcy Court - Southern District of California**

**CM/ECF Test**  
**Full Access Login - New to CM/ECF**

The CM/ECF Test consists of two parts:

**Part A - Quiz Questions :** Includes questions about CM/ECF, Local Rules and Court Forms, Document Events, and the Attorney/Trustee Online Manual. You need to complete this part now.

**Part B - CM/ECF Filing Test:** Will test your ability to file documents electronically using the court's CM/ECF training database. You will complete Part B after attending the CM/ECF class at the court.

**Part A: Quiz Questions**

**Directions:** *Answer the following questions as a pdf fillable. Refer to the resource listed in the topic if you need help answering the question.*

**Get Acquainted with CM/ECF**

(If you need help, refer to the **Lesson - Get Acquainted with CM/ECF**)

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1. CM/ECF has a dual-purpose login screen.
    - a. To view filed documents and case information, you must enter your\_\_\_\_\_ login and password.
    - b. To file documents, you must enter your\_\_\_\_\_ login and password.
  2. When filing a fee document in the CM/ECF system, you will pay online with a credit card. From the CM/ECF menu bar, which menu option do you access to make your Credit Card Payment?
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3. Which menu option on the CM/ECF menu bar should you click on when you have finished using CM/ECF?
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### **Local Rules and Court Forms**

(If you need help, refer to the court form **CSD 1800 - Administrative Procedures Re: Electronic Filing.**)

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1. After electronically filing a document, what does the Court electronically send the CM/ECF filer?
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2. What shall indicate a signature when filing pleadings or other documents electronically?
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3. List the name and number of the form that must be filed with the original signatures.
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### **Document Events**

(If you need help, refer to the **Lesson - Document Events**)

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1. Which CM/ECF menu option allows you to find a Document Event?
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2. Why is it important to use the correct document type when filing in CM/ECF?
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### **CM/ECF Attorney/Trustee Online Manual**

(If you need help, refer to the **Lesson - CM/ECF Attorney/Trustee Online Manual**)

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1. List one way to access the CM/ECF Attorney/Trustee Online Manual.

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2. Why is it important to use the Attorney/Trustee Online Manual when filing in CM/ECF?
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You have completed Part A of the CM/ECF Test. Save this PDF document and email it to:  
[casb\\_training@casb.uscourts.gov](mailto:casb_training@casb.uscourts.gov)